

APPENDIX 3: FACE COVERING/MASKING AND SOCIAL DISTANCING PROTOCOLS

Based upon data on the spread of COVID-19, recommendations by the Centers for Disease Control (“CDC”), and the latest information and July 1, 2020 Order from the Secretary of Health for the Commonwealth of Pennsylvania, people **must** wear a face covering or mask to cover their noses and mouths in community settings because this helps protect people around you if you are infected but do not have symptoms. Relevant to our court, all court employees and personnel are generally required to wear face coverings or masks in any indoor location. Maintaining six-foot social distancing is also required to slow the spread of the virus, but is not a substitute for wearing face coverings or masks.

In General:

- ✓ Employees, court personnel, and visitors are required to wear face coverings or masks when entering and exiting the courthouse, entering and exiting the Clerk's office, and all common areas, including elevators, hallways, restrooms, the jury assembly rooms, and indoor parking garages.
- ✓ Employees are permitted to remove their face coverings or masks during the work day if they are working in a private office not shared with any other individual.
- ✓ Masks will be available to all employees through the Clerk's office. The Court Security Officers will have a limited supply of masks available for visitors who enter the courthouses without one.
- ✓ Six-foot social distancing is mandatory to slowing the spread of the virus and must be observed.

In-Court Face Covering/ Masking and Social Distancing Protocols:

- ✓ Face Covering/Masking is required when entering and exiting the courtroom.
- ✓ Face Covering/Masking is required at all times when distributing paperwork/exhibits, and when moving about the courtroom for any reason.
- ✓ Face Covering/Masking is required by a witness who is moving to and from the witness stand but may be removed during testimony provided the witness is seated six feet from the judicial officer and other court employees. Counsel should question the witness from counsel table to avoid moving throughout the courtroom.
- ✓ Face Covering/Masks may be temporarily removed in court, at the discretion of the judicial officer, when removal is necessary to effectively conduct the proceedings, provided all participants are socially distant for six feet or more.
- ✓ These requirements apply to all in-court proceedings, including settlement conferences and mediations.